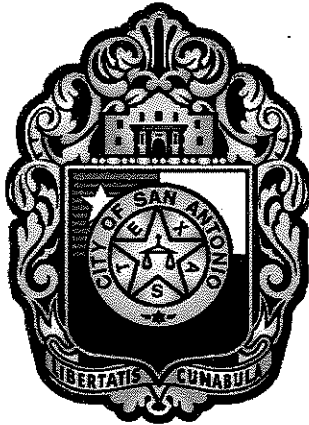


# CITY OF SAN ANTONIO



**Administrative Directive**

**AD 4.47, Outside Employment**

**Procedural Guidelines**

Guidelines for outside employment by City employees

**Department/Division**

Human Resources, Employee Relations Division

**Effective Date**

May 10, 2010

**Project Manager**

Charles Kesi, Sr. HR Analyst

## Purpose

The purpose of this administrative directive is to promote trust, ensure high quality services to our customers, and provide guidelines regarding outside employment by City employees.

## Policy

The policy covering outside employment is specified in Rule XXIV, Section 2, of the Municipal Civil Service Rules of the City of San Antonio. Outside employment is permissible if it does not adversely impact the employee's City work, is in accordance with the City Code of Ethics, and does not create a conflict of interest with the employee's City job.

## Policy Applies To

☐ External & Internal Applicants

☒ Current Temporary Employees

☒ Current Full-Time Employees

☐ Current Volunteers

☒ Current Part-Time Employees

☒ Current Grant-Funded Employees

☒ Current Paid and Unpaid Interns

☒ Police and Fire Academy Trainees

☒ Uniformed Employees Under Collective Bargaining Agreements

Uniformed personnel may also be subject to provisions of their collective bargaining agreements and TCLEOSE certification requirements related to outside employment.

## Definitions

### Outside Employment

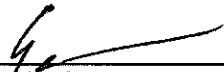
Additional employment, including self-employment and contract labor, performed by a City employee apart from his/her official assigned duties and required duty time for which outside compensation is received.

## Policy Guidelines

- A. Employees must obtain written approval from their supervisor and Department Director or designee prior to engaging in *outside employment*.
- B. *Outside employment* of all Executives shall require approval by City Manager's Office.
- C. A copy of such written approval will be forwarded to the Human Resources Department for inclusion in the employee's personnel File (201 File) and to the Office of the City Clerk.
- D. Employees performing *outside employment*, contrary to provisions of this administrative directive, may be subject to disciplinary action up to and including termination.
- E. Department Directors may cancel authorization for *outside employment* at any time when circumstances indicate a possible conflict with this Administrative Directive. The employee and the Human Resources Generalist must be notified if approval for *outside employment* is withdrawn.
- F. Employees engaging in *outside employment* shall be ineligible to receive Workers' Compensation or short term disability payments under the City's Workers' Compensation or short term disability plan when illness, injury or disability results from *outside employment*.
- G. Employees shall not engage in any *outside employment* related business and/or activity on City-time and using City equipment, supplies, staff or facilities.
- H. *Outside employment* may not interfere with the employee's performance of functions for the City of San Antonio.
- I. Employees must avoid any schedule conflicts and report to work with the City in the event of any conflict in their *outside employment* work schedules.
- J. Employees may not engage in any *outside employment* that creates a conflict of interest with their City employment or that creates a justifiable impression that such a conflict of interest may exist.
- K. Each full-time employee's position with the City must be the employee's primary employment, and these functions must take precedence over all *outside employment*.
- L. Employees may not use confidential information obtained through their position as a City employee to benefit their *outside employment* or for any other purpose other than as required by their regularly assigned duties as a City employee.
- M. Employees who engage in *outside employment* will not use the City of San Antonio name in such a manner that suggests institutional endorsement.


Roles & Responsibilities	
<b><u>Employees</u></b>	<p>✓ Employees must follow this administrative directive and must submit the attached form, "Outside Employment Authorization," Attachment A (also found at <a href="http://cosaweb/isd/formnet">http://cosaweb/isd/formnet</a>) to the Human Resources Generalist prior to initiating an engagement in <i>outside employment</i> and at the beginning of each fiscal year. A separate approval for each <i>outside employment</i>, and/or each change from the original approval is required. All Outside Employment Authorization forms will be centrally maintained in the Office of the City Clerk with a copy sent to Human Resources Custodian of Records.</p> <p>All employees will receive a copy of this Administrative Directive and shall sign an Acknowledgment Form (Attachment A) for receipt.</p> <p>Employees shall consult with the City Attorney's Office for questions related to violations of the City's Code of Ethics in relation to <i>outside employment</i>.</p>
<b><u>Departments</u></b>	<p>Department Directors must assure adherence to this administrative directive and ensure that employees requesting permission for <i>outside employment</i> follow the procedures of this administrative directive.</p> <p>Departments must forward Outside Employment Authorization forms to the Office of the City Clerk and send a copy to Human Resources Custodian of Records.</p>
<b><u>Human Resources</u></b>	<p>The Human Resources Department, Custodian of Records shall maintain all signed Outside Employment Authorization forms in individual employee 201 files.</p>
<b><u>Office of the City Clerk</u></b>	<p>Outside Employment Authorization forms will be centrally maintained in the Office of the City Clerk with a copy sent to Human Resources Custodian of Records.</p>
Attachments	
<b><u>Attachment A</u></b>	Outside Employment Authorization
<b><u>Attachment B</u></b>	Acknowledgement Form

This directive supersedes all previous correspondence on this subject and revises AD 4.47 Outside Employment. Information and/or clarification may be obtained by contacting the Human Resources Department.

  
\_\_\_\_\_  
Elizabeth Braune  
Human Resources Director

4/27/10  
\_\_\_\_\_  
Date

Approved by:

  
\_\_\_\_\_  
A. J. Rodriguez  
Deputy City Manager

4/27/10  
\_\_\_\_\_  
Date

Approved by:

  
\_\_\_\_\_  
Sheryl Sculley  
City Manager

5-4-10  
\_\_\_\_\_  
Date

# CITY OF SAN ANTONIO

## OUTSIDE EMPLOYMENT AUTHORIZATION

In accordance with Administrative Directive 4.47, Outside Employment, the responsibility of the department head is to insure the provisions of this directive are adhered to, wherein no person shall be employed in any gainful employment other than the City, without written approval of the employee's department head. The written approval of the department head must be obtained prior to the employee engaging in outside employment. All information requested on this form must be supplied.

### CURRENT POSITION

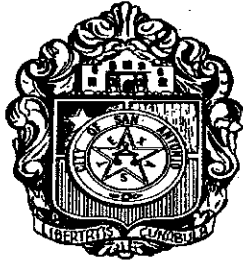
NAME	DATE
CITY POSITION	DATE OF HIRE TO PRESENT POSITION
DEPARTMENT/ DIVISION	<input type="checkbox"/> FULL TIME      WORK SCHEDULE: <input type="checkbox"/> PART TIME      _____

### REQUEST TO SEEK OUTSIDE EMPLOYMENT AT:

BUSINESS NAME/ BUSINESS TYPE	EFFECTIVE DATE OF OUTSIDE EMPLOYMENT
ADDRESS	NAME OF SUPERVISOR: SUPERVISOR PHONE NUMBER
DUTIES PERFORMED (BE SPECIFIC) DAYS - HOURS	

I agree that the City of San Antonio is my primary employer. I understand that I do not have authorization to begin outside employment, which includes contract labor and self-employment until I obtain approval from the Department Head. I further understand that any approval can be reviewed and confirmed or revoked at anytime. I understand that the City is under no obligation to grant leave or otherwise accommodate my work schedule at my outside employment and that it is my responsibility to avoid schedule conflicts and to report to work with the City in the event of any conflict in work schedules. No approval will be given if I am not meeting performance standards in all categories. Any failure to continue to meet performance standards in any category will result in the revocation of any existing approval. I agree to advise my supervisor, in writing, of any change in my outside employment work schedule, including work hours and work days, and/or specific type of work being done. A separate approval must be obtained for each outside employment and/or each change from the original approval.

Does this outside employment create a conflict of interest with your City employment or creates a justifiable impression that such a conflict of interest may exist. <input type="checkbox"/> NO <input type="checkbox"/> YES	I understand and agree to abide by the above, and hereby request authorization for outside employment.						
	<b>Employee's Signature</b>						
RECOMMENDATION	<table style="width: 100%;"> <tr> <td style="width: 40%;">Supervisor's Name</td> <td style="width: 30%;">Signature</td> <td style="width: 30%; text-align: right;"> <input type="checkbox"/> Recommend Approval         </td> </tr> <tr> <td>_____</td> <td>_____</td> <td style="text-align: right;"> <input type="checkbox"/> Recommend Disapproval         </td> </tr> </table>	Supervisor's Name	Signature	<input type="checkbox"/> Recommend Approval	_____	_____	<input type="checkbox"/> Recommend Disapproval
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Division Head	<table style="width: 100%;"> <tr> <td style="width: 40%;">Division Head's Name</td> <td style="width: 30%;">Signature</td> <td style="width: 30%; text-align: right;"> <input type="checkbox"/> Recommend Approval         </td> </tr> <tr> <td>_____</td> <td>_____</td> <td style="text-align: right;"> <input type="checkbox"/> Recommend Disapproval         </td> </tr> </table>	Division Head's Name	Signature	<input type="checkbox"/> Recommend Approval	_____	_____	<input type="checkbox"/> Recommend Disapproval
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_____	_____	<input type="checkbox"/> Recommend Disapproval					
Department Director	<table style="width: 100%;"> <tr> <td style="width: 40%;">Dept Director's Name</td> <td style="width: 30%;">Signature</td> <td style="width: 30%; text-align: right;"> <input type="checkbox"/> Approved         </td> </tr> <tr> <td>_____</td> <td>_____</td> <td style="text-align: right;"> <input type="checkbox"/> Disapproved         </td> </tr> </table>	Dept Director's Name	Signature	<input type="checkbox"/> Approved	_____	_____	<input type="checkbox"/> Disapproved
Dept Director's Name	Signature	<input type="checkbox"/> Approved					
_____	_____	<input type="checkbox"/> Disapproved					



**CITY OF SAN ANTONIO**  
**EMPLOYEE ACKNOWLEDGMENT FORM**  
**FOR**  
**ADMINISTRATIVE DIRECTIVE 4.47**  
**OUTSIDE EMPLOYMENT**  
Revised: May 10, 2010

**Employee:**

I acknowledge that on \_\_\_\_\_, 20\_\_\_\_, I received a copy of Administrative Directive 4.47, Outside Employment. I understand that if I have questions I should contact my Human Resources Generalist.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
SAP Employee ID Number